How to Retrieve Heartland Key for 1098-T

To get your key to access your 1098-T form, you will need to first access the ECSI website at [https://heartland.ecsi.net/index.main.html#/access/FAQtaxDocuments](https://heartland.ecsi.net/index.main.html#/access/FAQtaxDocuments)

Click the box to access your 1098-T (picture below)

You will need to **Register** for your first time (picture below)
Once you have completed all the steps to register and verify your account, you will be brought back to the start and can now Sign in (picture below)

Now that you have signed in, you will be asked to enter your Heartland key. To have a key generated for you, click the “For 1098-T Tax Forms” on the right (picture below)
You will need to input your personal information and click “Find my Heartland Key” (picture below)

From there, a Heartland key will be generated and you will be able to access your 1098-T form (picture below)